

## TRANSITIONING TO A NEW SCHOOL

### CYS In-Out Processing Protocol

- Army Policy (AR 600-8-101) states that all out-processing soldiers with accompanying children/youth will notify public schools of student's departure date, destination and reason for the student's leaving and as much future contact information as possible. All soldiers with school age children will out-process through the CYS Central Registration. Soldiers will need completed and stamped school's withdrawal notice in order to clear from CYS Central Registration.
- Give the school adequate notice of withdrawal (7 to 10 days)
- Visit school prior to departure to officially withdraw your child
- Contact the School Liaison to assist you when transitioning your child. Gather all information concerning class schedules, process of records, school eligibility and graduation requirements, this information will be invaluable to your child's gaining school
- Return all books
- Clear library records
- Clear all charges or fines
- Clear extracurricular activities
- Pick up withdrawal papers
- Contact Army Community Service, Relocation Program (SITES) for information on your gaining installation and surrounding communities.
- Visit the web page for both the State Department of Education and local County/District School system. If going overseas, visit the DODEA homepage at [www.odedodea.edu](http://www.odedodea.edu).
- Contact the housing office at the gaining installation to determine the waiting period for on-post quarters. New address will determine your child's home school. If you will be in temporary housing, contact your School Liaison Officer for assistance.
- Check the new school calendar for starting and ending dates.
- If you have a child of high school age, get information on the gaining state's high school graduation requirements.
- Hand carry all recommended school records such as: withdrawal papers, birth certificate, health records, social security card, report cards, current IEP, letters of recommendation, and all other information related to your child's education (School will give you unofficial copies of all school records for you to hand carry)